

Yellowstone County



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May 8, 2020

Board of Yellowstone County Commissioners
P.O. Box 35000
Billings, MT 59107

Dear Board Members:

Please accept this letter as a written confirmation of our department's intent on making a budget transfer within the General Fund.

Your Policy #18-121 in Section N gives my department the authority to move up to \$25,000 within a fund. This has been routinely performed over the years where unexpended funds are projected for that fund. These are then recapped both at the mid-year budget review and the end of year in one resolution for Board approval.

This letter is intended to inform the Board of our intent to move \$4,000.00 of budgeted expenditure authority from the General Fund-Misc. Contingency account (1000.000.199.411800.850) to the HR Office Supplies account (1000.000.144.410800.210). The office had the need of additional office furniture and filing capacity due in large part to the hiring of an additional FTE approved by the Board. Since no component of these purchases exceeded even half of our capitalization threshold, this would not be considered a capex item.

As stated above, these changes will be listed with other transfers and adjustments given to the Board for approval at the end of FY20.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink, reading "Kevan Bryan". The signature is written in a cursive style with a large, stylized "K" and "B".

Kevan Bryan
Finance & Budget Director